

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PROGRAM ASSISTANT SUPERVISOR
PROGRAM ASSISTANT SUPERVISOR/CONFIDENTIAL

I. INTRODUCTION

A. Purpose of This Classification Specifications

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future supervisory or supervisory/confidential positions which function as Program Assistant Supervisors or Program Assistant Supervisors/Confidential. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory or supervisory/confidential positions which provide paraprofessional support assistance of moderate difficulty to a program. Positions perform both generalized and specialized supervisory or supervisory/confidential support assistance functions in a wide range and combination of activities. Positions allocated to this classification must meet the statutory definitions of supervisor or supervisor and confidential, as defined in s. 111.81(19) and (7), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisor or supervisor and confidential, as defined in s. 111.81(19) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which provide paraprofessional supervisory or supervisory/confidential support assistance of considerable difficulty to a program for a majority of the time and are more appropriately classified as Program Assistant Supervisor-Advanced or Program Assistant Supervisor/Confidential-Advanced.
3. Positions which function as professional supervisors in a program area for a majority of the time and are more appropriately allocated to a professional supervisory classification.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into These Classifications

Entrance into these classifications is by competition.

E. Terms Used in this Classification Specification

Moderate Difficulty: Refers to work which requires that the employee be confronted with a variety of duties, susceptible to different methods of solution, which in turn places a correspondingly higher demand on resourcefulness.

Considerable Difficulty: Refers to duties which require independent judgment; many factors must be considered and weighed before a decision can be reached. Work of considerable difficulty requires that the position plan, develop, or coordinate activities or programs, or part(s) thereof, and direct or coordinate other support employees.

Paraprofessional: A type of work closely related to and resembling professional work, with a more limited scope of functions, decision making, and overall accountability. A paraprofessional position may have responsibility for segments of professional-level functions but is not responsible for the full range and scope of functions expected of professional positions.

Program: An ongoing set of coordinated activities carried out by a number of staff, aimed at providing a specific service or benefit to a specific group, organization, or group of organizations. A program has a unique set of policies, regulations, or procedures; a unique set of activities to be performed in providing the service or achieving the program's goals; and a unique set of staff performing generalized or specialized duties. A program involves a variety of specific projects or functions, coordinated to achieve a program's objectives.

II. DEFINITION

PROGRAM ASSISTANT SUPERVISOR PROGRAM ASSISTANT SUPERVISOR/CONFIDENTIAL

This is supervisory or supervisory/confidential work of moderate difficulty providing program support assistance to professional or administrative staff which involves the supervision of subordinate staff who exercise some latitude for making program-related decisions. Positions allocated to this classification perform work comparable to that assigned an Office Associate or Office Operations Associate or Program Assistant-Confidential, in addition to supervisory or supervisory/confidential responsibilities. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Perform the duties of an Office Association, Office Operations Associate or Program Assistant-Confidential, in addition to supervising the activities of employees performing program support assistance
- Maintain budget-related ledgers and records, and submit various reports
- Coordinate office management activities, recommending policies, procedures, guidelines, and instructions to improve administrative or operating effectiveness, and communicate revisions to subordinates
- Review input, establish priorities, approve or deny projects, and ensure that various applicable regulations, policies, directives, and procedures are followed
- Establish, revise, and implement policies and procedures which affect the assigned unit
- Analyze, assemble, and obtain information, and organize into report form
- Compose a variety of correspondence, with a portion being disseminated under the incumbent's signature
- Communicate with the public, other state agencies, professional staff, and subordinates regarding program activities
- Assist professionals with special assignments
- Maintain and inventory physical quarters and equipment, contact vendors and accept bids, and authorize purchase of equipment, material, and supplies

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the objectives and tasks performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required to perform the tasks required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe supervisory and supervisory/confidential positions which provide support assistance of moderate difficulty to a program. This classification replaces the Program Assistant Supervisor 1-2 and Program Assistant Supervisor 1-2-Confidential classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. The specification was modified effective August 28, 2011 and announced in Bulletin OSER-0283-MRS/SC to change the reference from the Program Assistant 1-3 to the Office Associate and Office Operations Associate with the abolishment of the Program Assistant series.

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